

Positive Pay

How to use the **Positive Pay Checks** tool?

Step 1:

Go to our website orientalbank.com

In the Access your accounts section, click on Cash Management and you will be taken to the login screen.



Step 2:

Enter your account credentials.

Sign in to Oriental Cash Management

Company ID:

User ID:

[Continue](#)

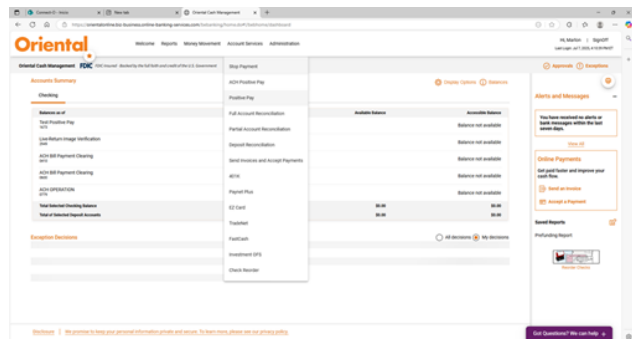
Need help?
Contact us at 787.620.7963

[We promise to keep your personal information private and secure. To learn more, please see our privacy policy.](#)

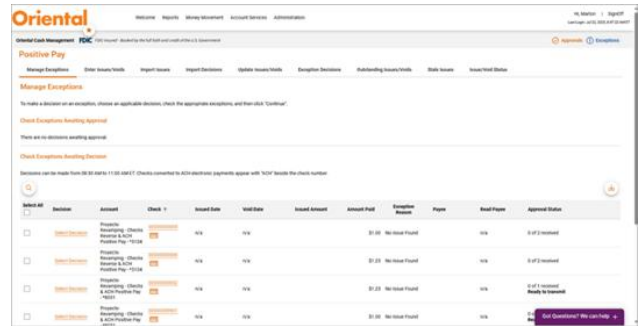
OrientalBank.com

Step 3:

Select **“Account Services”** and then select **“Positive Pay”**.



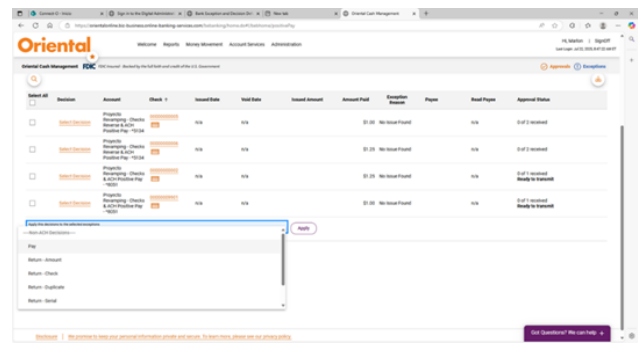
Step 4:
Select **“Manage Exceptions”**.



Step 5:

Choose the decision for the exception. **You can choose the same decision for all checks or select a decision for each one in particular**

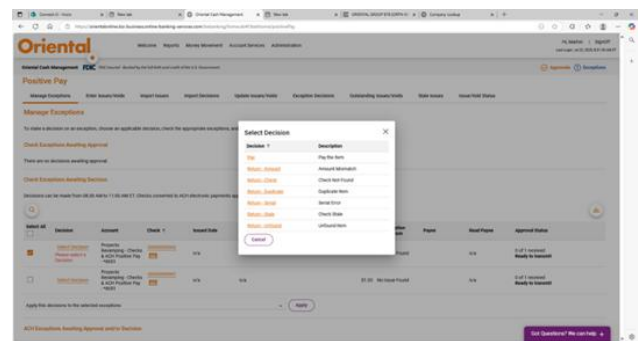
If you want to apply the same decision to all checks, select **“Apply the decisions in the selected specifications”** and then click the button corresponding to your chosen action, whether to pay or return the checks.



Step 6:

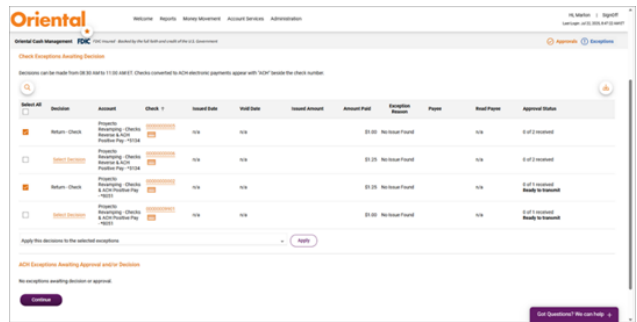
Select **“Select Decision”** in the **“Decision”** category.

Next, you will see the following screen titled **“Select Decision”**. Choose the decision you want for that check.



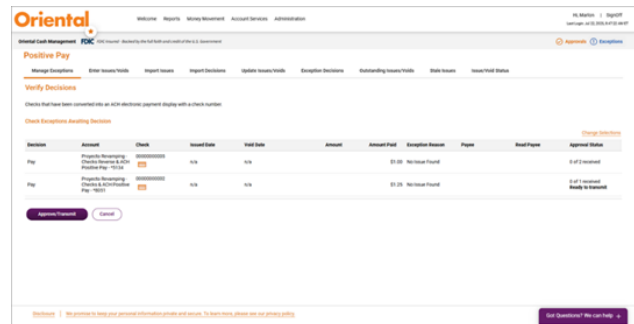
Step 7:

You can make decisions regarding payments made through checks in the lower section **"Checks Exceptions Awaiting Approval and/or Decision"** until 11:00 AM.



Step 8:

Verify the selected decisions
Select **"Approve/Transmit"**.



If you have any questions, contact us at serviciopymes@orientalbank.com or call **787.620.PYME (7963)**.